

<b>Title of Activity being Assessed</b>	Safe Operation - Staff and Staff Areas (Headland Sports Centre)
---	---

<b>Department</b>	<b>Division/School</b>	<b>Section</b>	<b>Date initial assessment undertaken</b>	<b>Ref number HSC001</b>
Preventative and community based services	Leisure, recreation and Participation	Sport and Recreation	23 <sup>th</sup> July 2020	
<b>Name &amp; Job titles of Persons involved in assessment</b>		<b>Name &amp; Job title of Manager authorising assessment</b>	<b>Date Risk assessment explained to employees</b>	<b>Number of pages in assessment</b>
Jeanette Miller – Duty Officer (Headland Sports Centre) Phillip Storer – Duty Officer  David Grainge – Assistant Manager		Craig Mitchelson – Facility Manager		13

	What are the hazards	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom by when	Date complete
1	Information and advice not up to date	<p>Staff, Customers Visitors Contractors</p> <p>Possible COVID – 19.</p>	<p>COVID-19 Response Team established.</p> <p>Jeanette Miller (Duty Officer) to develop sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process</p> <p>Government advice regularly checked and followed by Phil Storer (Duty Officer)</p> <p>www.gov.uk NHS advice regularly checked and followed by Phil Storer (Duty Officer) - <a href="http://www.nhs.uk">www.nhs.uk</a></p> <p>Attendance at Covid-19 clinics, webinars and other CPD</p> <p>Also HSE website will be checked for updates</p> <p>Regular review of NGB advice and guidance</p> <p>Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG</p> <p>Reviewing best practice examples from within the industry</p> <p>Reviewing other sectors where applicable</p>		Ongoing – Jeanette Miller	

2	Staff planning	Staff, Customers Visitors Contractors  Possible COVID – 19.	<p>2 teams of 5 members of staff (Duty Officer, Receptionist, 3x Attendants)</p> <p>Remote/home working encouraged where possible.</p> <p>Remote access systems in place for remote workers.</p> <p>IT support available via phone and remote access</p>			
3	Staff contact	Staff, Customers Visitors Contractors  Possible COVID – 19.	<p>Drop off zones in place to leave essential office supplies (pens, stationery, etc.)</p> <p>Staff discouraged from car sharing unless absolutely essential or from the same household</p> <p>Display boards in Staff Room with all relevant info, sign in sheets, RAs etc.</p>			
4	High risk employees	Staff, Customers Visitors Contractors  Possible COVID – 19.	<p>Duty Officer complete individual preopening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas (staff signing in procedure)</p> <p>Individual risk assessments completed with staff identified as having an increased risk to assess whether, when and how they can return to work</p> <p>Consultation form provided by Right Directions.</p> <p>Government guidance followed</p> <p>Home working arranged as appropriate and where possible.</p>			

			<p><b>Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people</b></p> <p><b>Social distancing and good hygiene practices encouraged</b></p> <p><b>HR procedures in place for those unable to work from home and required to isolate as per government guidelines</b></p>			
5	<p><b>Staff with symptoms- staffing continuing to work if feeling unwell or presenting with Covid 19 symptoms</b></p>	<p><b>Staff, Customers, Contractors</b></p>	<p><b>Clear policy is in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice</b></p> <p><b>Training and information (re-induction) prior to starting/returning to work for every member of staff completed to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms</b></p> <p><b>Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of symptoms of Covid-19 and have not been notified via 'track and trace' that they have been in contact with someone who has symptoms through staff sign in procedure.</b></p> <p><b>Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home</b></p> <p><b>Government / NHS guidance followed:</b>  <a href="https://www.nhs.uk/conditions/coronaviruscovid-19/what-to-do">https://www.nhs.uk/conditions/coronaviruscovid-19/what-to-do</a></p>	<p><b>Training to be completed before centre re-opens. Management to provide training to staff bubbles.</b></p>	<p><b>Jeanette Miller</b></p>	

			<a href="#">if-you-or-someone-youlive-with-has-coronavirus-symptoms/HR disciplinary process to deal with noncompliance.</a>			
6	Staff behaviour- Workplace increasing the risk of community transmission	Staff, Customers, Contractors	<p>Staff practice social distancing as much as possible</p> <p>Signage displaying social distancing, hygiene signs.</p> <p>Staff to be limited to their own work areas</p> <p>Clear policy that social distancing requirements apply to everyone in the workplace</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>All Senior Managers/Duty Officers conversant with social distancing requirements and lead from the front as role models</p> <p>All Duty Officers/Managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance</p> <p>Training is delivered to all staff to ensure understanding of what is required and why.</p> <p>All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols</p> <p>Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media</p> <p>Staff from the same household to observe social distancing</p>	<p>Training to be completed before centre re-opens. Management to provide training to staff bubbles.</p> <p>Staff completed conflict training before reopening.</p>	<p>Jeanette Miller</p> <p>Jeanette Miller</p>	

			<p>requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to</p> <p>HR disciplinary process to deal with noncompliance</p>			
7	Workspace hygiene	Staff, Customers	<p>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</p> <p>Deep clean completed prior to re-opening, in areas of use, to be completed by centre staff.</p> <p>Revised routine cleaning and monitoring regime in place.</p> <p>Cleaning rota revised and explained to staff through re-induction</p> <p>All staff instructed on personal hygiene - frequent handwashing / sanitising as part of return to work training</p> <p>Hand sanitiser provided at key points and throughout the facility where hand washing facilities are not available.</p> <p>Training delivered to all staff involved in cleaning tasks</p>			
8	Personal contact such as shaking hands	Staff, Customers, Contractors	<p>Handshaking and general close personal greetings are not permitted</p> <p>Handwashing protocols and hygiene facilities in place</p> <p>Social distance is required to be maintained</p>			
9	Offices	Staff	<p>Office staff work from home where possible</p> <p>Laptop, VDI to be provided if working from home.</p> <p>If not possible, staff alternate days/ shifts in/out to keep numbers in the office at a minimum</p>			

		<p><b>Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact</b></p> <p><b>Workstations arranged for staff to work back to back or side to side rather than face to face</b></p> <p><b>2m separation markings positioned on office flooring</b></p> <p><b>One-way system implemented in office</b></p> <p><b>Staggered start times for staff to minimise pinch points</b></p> <p><b>Workstations assigned to individuals and not to be shared</b></p> <p><b>Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc.</b></p> <p><b>Telephones to be sanitised between users. All pens, pencils are removed from desks and kept individually for workstation user</b></p> <p><b>Common used equipment that is used should be disinfected before and after use, using disinfectant supplied.</b></p> <p><b>Hand sanitiser is available Offices are kept well ventilated with windows open where possible</b></p> <p><b>Good practice social distancing and hygiene promoted in office areas</b></p>	<p><b>HBC providing floor markings, signage.</b></p>		
--	--	---	--	--	--

10	<p><b>Staff room- Possible spread of Covid 19 through poor hygiene and lack of social distancing in staff rooms. Spread of virus as a result of touching contaminated touch points/shared areas</b></p>	Staff	<p><b>Staff room facilities provided in Staff room/crèche area. 2 Members of staff in at any one time. Signage displayed for cleaning of equipment, surfaces and maintaining social distancing.</b></p> <p><b>Break times staggered to keep numbers in room to a minimum.</b></p> <p><b>2m separation markings in place.</b></p> <p><b>Staff encouraged to leave personal items in the staff room/Creche area.</b></p> <p><b>Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc.</b></p> <p><b>Enhanced cleaning regime extends to staff rooms. Staff have been retrained in COVID 19 cleaning procedures and task sheets updated.</b></p> <p><b>Only 2 members of staff can be in the staff room at any one time to help maintain social distancing.</b></p>	<p><b>Break times to be communicated to staff from Duty Officers</b></p> <p><b>Handwashing signage to be displayed in areas.</b></p> <p><b>Signage showing max numbers to be put on the door</b></p>	<p><b>Jeanette Miller</b></p> <p><b>Jeanette Miller</b></p> <p><b>Jeanette Miller</b></p>	
1	Meetings	Staff	<p><b>Staff meetings to be held remotely via video conferencing where possible If not possible to video conference, staff to sit 2m apart in reception area.</b></p> <p><b>The need for face to face meetings is reviewed, reducing to essential meetings only</b></p>			

			<p><b>Use remote working tools to avoid in-person meetings, especially if the attendees would be travelling from different locations</b></p> <p><b>Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout</b></p> <p><b>Meetings are held outdoors or in well ventilated rooms whenever possible</b></p> <p><b>Transmission opportunities are reduced, pens are not shared, handouts are not given out, one person only to control mouse, clicker, pointer etc.</b></p> <p><b>Agenda and any documents are shared on a screen or sent electronically rather than using paper copies</b></p> <p><b>Refreshments are not provided</b></p> <p><b>Hand sanitiser is provided in meeting rooms</b></p> <p><b>Meeting room layout facilitates social distancing and removes pinch points</b></p> <p><b>In areas where regular meetings take place, door signage is used to help staff maintain social distancing. Max 2 people at any one time</b></p>			
12	First aid at work- Past expiry date	Staff, Customers	<p><b>HSE advised an extension to qualification expiry until 20th September 2020 (England)</b></p> <p><b>HR contacted and renewal date arranged at earliest opportunity</b></p> <p><b>All First Aid trained staff attended Covid 19 guidance training regarding procedure changes/alterations before centre opening.</b></p>			

			<p>Rotas reviewed to ensure there are always sufficient first aiders available in the facility with qualifications in date. COVID 19 first aid training has been given to all first aid qualified staff.</p>			
13	First aid –illness or injury requiring first aid	Staff, Contractors, Customers	<p>Continued provision:                      First aid trained personnel available during all opening hours</p> <p>Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date</p> <p>First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds.</p> <p>Encouraged self-treatment where appropriate, such as putting on plasters, nose bleeds etc, to help maintain social distancing guidance</p> <p>PPE to be worn when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask. First aiders to be given personal PPE packs, which are to be used when delivering first aid treatment.</p> <p>PPE packs provided to FA staff and PPE located next to FA kit. Communicate with DO if need replenished.</p> <p>Contact with casualties' faces are minimised.</p> <p>PPE and soiled dressings are to be double bagged and disposed of safely in biohazard bins</p> <p>First aiders wash hands and gloves applied before and after</p>			

			<p><b>administering first aid.</b></p> <p><b>First aiders report to their line manager if they develop Covid-19 symptoms</b></p>			
14	Cardiopulmonary resuscitation (CPR) training	Staff, contractors and customers	<p>RLSS guidance followed: <a href="https://www.rlss.org.uk/guidancefor-swimming-pool-operators-managing-lifeguards-during-covid-19">https://www.rlss.org.uk/guidancefor-swimming-pool-operators-managing-lifeguards-during-covid-19</a></p> <p>Resus Council guidance followed: <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p>			
15	Training sessions- possible transmission of virus through attendance at staff training courses	Staff	<p><b>Non-essential training postponed if only available in face to face setting</b></p> <p><b>Essential training completed in line with good social distancing protocols (2m)</b></p> <p><b>Close group work discouraged in training sessions Where possible, online/video training completed to obtain and maintain qualifications</b></p> <p><b>Review of training matrix completed to identify essential and non-essential training</b></p> <p><b>Non-essential training postponed unless available remotely, e.g. online or virtual formats</b></p> <p><b>Essential training completed via online or virtual formats where possible Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.</b></p>			

<p><b>16</b></p>	<p><b>Stress/mental wellbeing- staff concerned in returning to work following lockdown and entering the facility with numerous other people</b></p>	<p><b>Staff</b></p>	<p><b>Return to work chats to be completed with all staff prior to re-opening</b></p> <p><b>Consultation sheets provided by Right Directions.</b></p> <p><b>Staff refresher training in NOP/EAP and changes to procedures completed</b></p> <p><b>Staff trained in specific Covid-19 control measures</b></p> <p><b>Complete Occupational health services available for staff to discuss concerns</b></p> <p><b>One-to-one chats with Line Manager, Duty Officer encouraged at any time and frequency</b></p> <p><b>High risk staff referred to earlier in this risk assessment</b></p> <p><b>Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance</b></p> <p><b>Staff actively encouraged to bring forward suggestions and concerns to their line manager</b></p> <p><b>1<sup>st</sup> responders for mental health are available and offer a confidential service – contact details are available via the intranet and staff do not need to be referred.</b></p>			
<p><b>17</b></p>	<p><b>Stress/mental wellbeing- staff working remotely feeling isolated</b></p>	<p><b>Staff</b></p>	<p><b>Regular contact and welfare chats maintained with line manager to maintain communications and involvement</b></p> <p><b>Company employee support services available for further welfare chats and promoted to staff</b></p>			

18	Equality- Discrimination of staff due to inappropriate Covid 19 control measures	Staff	<p><b>Government guidance followed</b></p> <p>Individual assessments are completed with staff members</p> <p>Reasonable adjustments are made to accommodate staff who fall under Equality Act 2010</p> <p>Disabled staff/customer use is prioritised in changing rooms, toilets and lifts</p>			
19	COSHH	Staff, Contractors, Customers	<p>COSHH &amp; Data Sheets readily available for cleaning chemicals used and communicated with staff before reopening.</p> <p>COSHH &amp; Data Sheets readily available for all hand sanitiser user around the building by Staff &amp; Customers.</p> <p>All contractors to provide COSHH &amp; Data Sheets for chemicals used when carrying out maintenance work.</p>			

Reviews must be undertaken annually or if anything happens which may indicate the controls are not working effectively. If significant changes are required a revised risk assessment must be produce

Review of Risk Assessment					
Date of review	Reason for review	Are the hazards and risks still being adequately controlled?	Do you need to do anything else to control the risks	Action by whom	Date complete
23.7.20	Safe operation – Staff & Staff Areas	Yes	No	Jeanette Miller	23.7.20

Notes:

PPE requirements must be logged on the PPE assessment sheet & should be attached to this risk assessment.